

EXECUTIVE SECRETARIAT

Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	✓			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					

SUSPENSE _____
Date _____

Remarks:

Per my conversation w/

STAT

JBC
Executive Secretary*5/4/83*
Date

3637 (10-81)

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

Executive Registry
83-2369

82-2404

May 3, 1983

TO: Agency Heads

FROM: Craig L. Fuller

Your representatives are cordially invited to participate with the White House staff in Just Plain English, a short program on better writing. We've reserved three seats for your agency at each of two presentations.

This is an opportunity to preview a promising program. The instructor, Air Force Lt. Colonel Tom Murawski, focuses on practical ways to make writing clear, complete, concise, and convincing. His approach is lively as well as informative. It has been well received by the 15,000 government employees who have participated in the past year.

The program will be presented in the theater of the Old Executive Office Building Room 450 from 9:30 a.m. to 12:30 p.m. on May 19 and repeated on May 20. Your representatives should reach the guard desk at the 17th Street entrance half an hour early.

So we can arrange for passes, please send the names and titles of each day's participants to Bob Hill, Room 94, 456-7610. He needs the information by May 12.

Enclosure: AP news article



L299